



Hade Edge Junior and Infant School

Attendance Policy 2021

Hade Edge Junior and Infant School is committed to providing an education of the highest quality for all its students. It recognises this can only be achieved by supporting and promoting regular school attendance and excellent punctuality so that all young people take full advantage of the educational opportunities available to them. High attainment depends on excellent attendance.

Aim

To promote a culture where excellent attendance and punctuality are seen as a fundamental requirement for all learners.

Objectives

To have systems and procedures in place that:

- Encourage attendance and punctuality to school and lessons
- Inform parents/carers of absences and involve them in any attendance concerns for their children
- Develop a systematic approach to gathering and analysing attendance related data
- To promote effective partnerships with the Attendance and Pupil Support Service and with any other relevant services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Further Reference

Appendix A - Attendance guidance for parents and carers

Appendix B - Term time holidays

Appendix C - Application form for term time holidays



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Appendix A - Attendance Guidance for Parents and Carers

WHY REGULAR ATTENDANCE IS SO IMPORTANT

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring every child's regular attendance at school is the parents'/carers' responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

1. ROLES AND RESPONSIBILITIES

1.1 **PROMOTING REGULAR ATTENDANCE** and helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Monitor whole school attendance continuously including patterns.
- Celebrate good attendance with pupils through weekly Celebration Assemblies
- Contact parents of children whose attendance falls below 90%, share attendance data alerting parents that attendance could soon be a cause for concern
- Celebrate 100% attendance on a termly basis

2. UNDERSTANDING TYPES OF ABSENCE

2.1 Every half day absence from school is classified by the school (not by the parents) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Absences for religious observance will also be authorised.



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Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Repeated illness which is not supported by a doctor or similar professional

2.2 PERSISTENT ABSENTEEISM (PA)

A pupil becomes a 'persistent absentee' when they miss 15% or more schooling across the year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.

PA pupils are tracked and monitored carefully through our attendance monitoring systems. All our PA pupils and their parents are identified and meetings with the headteacher, classteacher and parents arranged . We work together to identify strategies to improve attendance/punctuality. All PA cases are made known to the Local Authority Attendance and Pupil Support Service and the Partnership Education Social Worker.



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3. ABSENCE PROCEDURES

3.1 If a child is absent parents/carers must:

- Contact school as soon as possible on the first day of absence;
- Report reason for continued absence;

3.2 If a child is absent school will:

- Phone and text parents/carers before 9.30am on the first day of absence if we have not heard from them. If this is unsuccessful the we record this in our log. This is in line with the West Yorkshire Police Truancy Policy, a copy of which can be found on our school website.
- Invite parents/carers in to school to discuss the situation with the Education Social Worker and/or Headteacher if absences persist.
- Refer the matter to the Local Authority Attendance and Pupil Support Service; if attendance falls below 85%.

TELEPHONE NUMBERS

There are times when we need to contact parents/carers about lots of things, including absence, so we need to have contact numbers at all times. There will be regular checks on telephone numbers throughout the year. It is parents responsibility to inform school of any changes to phone numbers.

4. LATENESS

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work. Late arriving pupils also disrupt lessons; it can be embarrassing for the child and can also encourage absence.



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- Children will receive a late mark if they are not in school for registration. Registration is the period of time from 9am until 9.15am.
- All children arriving after registration period will be required to report to the office. The reason for lateness is also recorded.
- Children arriving between this period will be recorded as Late (L). Children arriving after 9.15am will be recorded as Unauthorised(U).

If a child has a persistent late record parents/carers will be asked in to school to meet with a member of staff to resolve the problem, but parents/carers can approach us at any time if they are having problems getting children to school on time.

5. HOLIDAYS IN TERM TIME - see Appendix B

6. ATTENDANCE AND PUPIL SUPPORT SERVICE

Parents are expected to contact school at an early stage and to work with the staff in resolving any problem together. If difficulties cannot be sorted out in this way, the school may refer the child to the Attendance and Pupil Support Officer from the Local Authority. He/She will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority. Alternatively, parents/carers or children may wish to contact the APSS themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority.

The table below is a guide to indicate what may happen when a student's attendance falls below a certain percentage. Previous attendance history and the time of the year will be taken into consideration.



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|----------------------|--|
| First day absence | Information from parent. Text/Phone call home if no reason for absence given. |
| 90% | Headteacher monitoring |
| 85-90% attendance | Letter home Parent meeting |
| Below 85% attendance | Letter home Parent meeting APSO involvement Use of Action Plan/Parenting Contract by APSS Warning letter from APSO Fixed Penalty Notice |

7. SUMMARY

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally parents have a duty to make sure that their children attend regularly. All school staff are committed to working in partnership with parents, children and families to ensure as high a level of attendance as possible.



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Appendix B - Term Time Holidays

It is well recognised that good, consistent attendance at school is crucial to a child or young person's future prospects and reducing absence from school continues to be a priority for our school. Reflecting national concerns around attendance, the Department for Education issued revised guidance in September 2013 strengthening the view that as a general rule, children should not be taken out of school for the purposes of a holiday. **Time off school for family holidays is not a right and headteachers no longer have the authority to grant a leave of absence for this purpose unless there are exceptional circumstances.**

At Hade Edge Junior and Infant School, along with the Holmfirth Family of Schools, exceptional circumstances when leave of absence of up to 5 days may be considered are:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education (acknowledgement from the employer/employing body that the holiday cannot be taken during the school holidays must be included with the request); and
- when a family needs to spend time together to support each other during or after a crisis.
- significant family occasions for example weddings

All requests from parents for leave of absence must be made in writing to the school in advance, **at least two weeks prior to the holiday being booked**, using the "Application for Pupil Leave of Absence from School for a Holiday" form which is available from the school office or on the website. The request should be sent for the attention of the headteacher and outline the specific reasons why the request meets the requirements of "special circumstances". When making the decision as to whether to authorise this absence the Headteacher will take into consideration current attendance.

The school will not authorise holidays which are requested for the following reasons:

- availability of cheap holidays;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.



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The head teacher will determine if the request is reasonable. School will not approve any term time holiday in the following instances:

- During statutory Statutory Assessment Test (SATs) periods. These include Y6 SATs, Y2 SATs and Y1 phonic tests

In the case of the Y6 SATs this period is the time from the start of the summer term to the end of the test week (2014-May 12th-15th). In the case of Y2 SATs in 2014 this is the month of May

In the case of the Y1 phonics test in 2014 this is June 16th -23rd

- In the month of September

Where leave of absences are taken without proper authorisation, the schools may respond as follows:

- The absence will be treated as unauthorised and recorded as such. Parents can be given a Kirklees Penalty Notice or prosecuted for periods of unauthorised holidays. The penalty notice is currently £60 if paid within 21 days or £120 within 28 days.



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This form has been designed to clarify the process of holiday requests. The school is expected to comply with Government guidance by the DfE (Department for Education) and the LA (Local Authority).

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR A HOLIDAY

| | | |
|--|-------|----------------------|
| Pupil Name: | | Class: |
| Any other school age children: | Name: | School: |
| Absent from school date: | | Back at school date: |
| Total amount of days absent from school: | | |
| Please state your reason for your travel and include any supporting documentation: | | |
| Signature of Parent/Carer: | | Date: |
| <p>The Headteacher will consider the following points before authorising leave:</p> <ol style="list-style-type: none"> 1. The child's attendance history 2. The time of year (Statutory Assessment Tests, or September) 3. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time. 4. Employers letter <p>Penalty Notice: Where the Headteacher decides that authorisation cannot be given but the absence occurs, consideration will be given to the issuing of a Penalty Notice in line with Kirklees Code of Conduct or there is a possibility that your child may be taken off the school roll.</p> | | |



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| | |
| <u>Office use only:</u> Current attendance % Number of late marks Number of days requested Would granting this request mean attendance would fall below 95% | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| <u>Office use only:</u> Signature: | Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/> |
| Reasons: | |

Each request can only be judged on a case by case basis, you will receive a reply from the school in writing.



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Hade Edge J & I School
Greave Rd
Hade Edge
Holmfirth
W. Yorks
HD9 2DF

Headteacher: Mr J Kilner

Mr & Mrs ***

Dear Mr and Mrs ***

Term time holiday request for * - *****

Following your recent request for *** to be allowed term time holiday, I am writing to confirm that I have authorised this planned absence (dates)

However, I must still point out that the school strongly discourages holidays in term time.

Yours sincerely

Headteacher



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HD9 2DF

Headteacher: Mr J Kilner

Dear Mr and Mrs ***

Term time holiday request for ** - *****

Following your recent request for *** to be allowed term time holiday, I regret that I am unable to authorise this absence as it does not meet policy expectations and ***'s attendance would fall below the expected level of 95%.

Should you continue with your plans for ***'s absence, I must draw your attention to the school's attendance policy, a copy of which is enclosed. This makes it clear that if a holiday is taken in term time which has **not** been authorised, a Penalty Notice may be issued.

The Penalty Notice is for £60 for each parent of each child if paid within 21 days and £120 paid after this date but within 28 days.

Yours sincerely

Headteacher

Enc:



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